



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES LEGAL ANALYST

DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Competition Limited To State Employees Only. Applicants must have a permanent civil service appointment with the Department listed above as of the final filing date, in order to take this examination. <i>(See General Information, Promotional Examinations Only, for exceptions to this requirement.)</i>
HOW TO APPLY	Applications (STD 678) are available and may be filed in person or by mail with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, MS 15-59, Sacramento, CA 95814 or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P. O. Box 944243, Sacramento, CA 94244-2430. Please indicate the examination title on your application. APPLICATIONS RECEIVED WITHOUT AN EXAMINATION TITLE WILL NOT BE ACCEPTED AND WILL BE RETURNED. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
APPLICATION DEADLINE	FINAL FILING DATE: OCTOBER 4, 2006 Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$3589 - \$4363 Monthly
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: It is your responsibility to make sure you meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated on page two include more than one pattern and are distinguished as "Either" I, or II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MINIMUM

QUALIFICATIONS

Two years of experience in the California state service performing the duties of a Legal Assistant. (Applicants who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.) **AND**

Education: Successful completion of **six semester units** of paralegal or undergraduate legal courses, with at least three units of which must be in legal research. (Candidates who have completed three semester units of paralegal course work necessary to fulfill the education requirements will be admitted to the examination, but they must submit evidence of completion of the required six units before they can be considered for appointment.)

OR II

Two years of experience performing paralegal duties in a law firm, corporate law office, corporate law office, governmental or public law office, nonprofit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer. **AND**

Education: Twelve semester units in a legal or paralegal curriculum or equivalent to graduation from college.

DESIRABLE

QUALIFICATIONS

Evidence of continuing education, such as additional paralegal or legal course work.

THE POSITION

A Legal Analyst, under the general supervision of an attorney who shall accept full responsibility for the tasks performed, investigates and analyzes facts and documents in connection with civil litigation; assists in trial preparation by coordinating witnesses and processing subpoenas; coordinates with local law enforcement and judicial entities relative to ministerial problems; when delegated by the attorney, drafts interrogatories and responses to interrogatories; interviews witnesses, complainants and defendants concerning the facts of cases; drafts roughs of pleadings, complaints and motions for attorney review by the attorney; assists in the preparation of witness books and exhibit books; conducts historical research with regard to cases and by summarizing deposition transcripts; assists in administrative proceedings by preparing drafts of accusations and statements of issues; prepares responses to routine procedural and/or large volume type inquiries; prepares legislative histories and follow-ups on legislative and regulatory files.

EXAMINATION
INFORMATION

This examination will consist of a qualifications appraisal interview. This interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EDUCATION/
EXPERIENCE
INFORMATION

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

QUALIFICATIONS
APPRAISAL
INTERVIEW
SCOPE

It is anticipated that interviews will be held during **OCTOBER/NOVEMBER 2006**. Ordinarily, these are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be changed as conditions warrant.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

Scope:

A. Knowledge of:

1. Basic legal concepts, terminology, principles and procedures.
2. Use of legal reference materials.
3. Role of paralegal staff in a legal office.

(CONTINUED ON NEXT PAGE)

QUALIFICATIONS

B. Ability to:

APPRAISAL

INTERVIEW

SCOPE -

(continued)

1. Reason logically and accurately analyze situations.
2. Read effectively.
3. Prepare reports and summary sheets which set forth the statement of facts, applications of relevant law and conclusions.
4. Read and understand statutes.
5. Prepare drafts of pleadings.
6. Draft litigation discovery documents, such as interrogatories and motions.
7. Work cooperatively with attorneys and members of the support staff.

VETERANS

PREFERENCE

Veterans preference credits will not be granted in this examination.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request. Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (i.e., former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

(CONTINUED ON REVERSE SIDE)

GENERAL INFORMATION - (Continued)

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 944243
SACRAMENTO, CA 94244-2430**

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916)653-5457; CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.